

Time Sheet Instructions

Time sheets must be completed daily by all employees who are eligible for overtime under the Fair Labor Standards Act (FLSA) or who work on an hourly basis but don't fall under the FLSA requirements. Time sheets are the responsibility of the employee and the employee's supervisor. If time sheets are incorrect or late, it is most likely that the employee will NOT be paid. Below are guidelines for completing time sheets.

- Completed time sheets must be submitted to the Payroll Department in the Business Office by the due date. Time sheets received after the due date are processed on the following month's payroll.
- When working in more than one department, a separate time sheet should be completed for each department.
- Time sheets must be completed in blue or black ink. If mistakes are made, cross through the incorrect entry, correct, and initial the correction. Do NOT use white-out to make corrections.
- Calculate daily, weekly and monthly hours to the nearest quarter hour. Do NOT use military time.

Minutes	Daily/Weekly/Monthly Quarter Hours
0 – 7	0
8 – 22	.25
23 – 37	.50
38-52	.75
53-59	Next hour

- Any hours worked over 40 hours per week should be recorded as overtime to be paid at 1.5 times the normal rate of pay or as "comp" time at 1.5 in lieu of overtime. Paid leaves (other than comp time) are counted as hours worked in determining overtime hours.
- If you use leave time, write the type of leave used in the daily time box (Example: vacation hours, write VAC; sick leave, write SICK, etc.) All leave for non-exempt employees will be entered into the system directly from the time sheets.
- Non-exempt employees must complete an Application for Leave for any hours that need to be approved by Human Resources. These include: jury duty (attach summons), bereavement, critical illness for any 5 or more days absent due to illness (attach doctor's statement). Attach pink copy of Application for Leave to the back of the time sheet and send original to Human Resources for approval.
- Employees that do not complete time sheets will need to complete an Application for Leave form which can be obtained from the Human Resources Department.
- Comp time and overtime are earned on a weekly basis. You must work a full 40-hour week before you can claim any comp time or overtime. Collin College defines our work week as beginning at 12:01 a.m. Sunday and ending at midnight Saturday.
- Comp time can be counted toward 40 hours but cannot be earned in the same week it is being used. **Comp time is used only to bring your total time for the week to 40 hours.**
- Comp time earned during the fiscal year should be taken by July timesheet cut off. Any comp time earned and not taken by July cut off, will be paid in the August payroll.
- The time sheet must be signed by both the employee and supervisor. Supervisors will retain a copy of the timesheet.
- The Payroll Department can only accept original time sheets with original/legible signatures. Faxes and copies will not be processed.
- For a week which is split between two time sheets, please note the previous time sheet's hours in the far left column under "Saturday".
- Blank time sheets are available on CougarWeb; My Work Place, Intranet Links, Administrative Business Office.

Other questions regarding compensation are addressed on CougarWeb, My Workplace, Human Resources Links.